

Comparisons of Job Characteristics

Focus Occupation: [Administrative Services Managers \(11-3011\)](#)

Associated Occupation: [First-Line Supervisors of Non-Retail Sales Workers \(41-1012\)](#)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 76

Focus Occupation: Administrative Services Managers (11-3011)

Associated Occupation: First-Line Supervisors of Non-Retail Sales Workers (41-1012)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Sales and Marketing	5.2	17.9	8.8	<< Extensive education and/or training may be required
Administration and Management	8.4	13.4	13.5	0 Current knowledge level may be sufficient
Economics and Accounting	4.4	13.3	12.3	0 Current knowledge level may be sufficient
Personnel and Human Resources	5.6	12.4	12.7	0 Current knowledge level may be sufficient
Telecommunications	3.9	7.1	5.6	< Expanded education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 93

Focus Occupation: Administrative Services Managers (11-3011)

Associated Occupation: First-Line Supervisors of Non-Retail Sales Workers (41-1012)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Monitoring	9.9	13.6	10.1	<< Extensive development of skills in this area may be required
Social Perceptiveness	9.1	13.2	10.7	< A higher skill level may be required
Instructing	7.8	12.6	9.0	<< Extensive development of skills in this area may be required
Management of Personnel Resources	6.9	12.6	10.5	< A higher skill level may be required
Time Management	8.9	12.5	11.5	0 Current skill level may be sufficient
Coordination	9.1	12.3	12.2	0 Current skill level may be sufficient

Persuasion	7.4	11.6	8.8	<<	Extensive development of skills in this area may be required
Systems Evaluation	6.4	11.6	7.7	<<	Extensive development of skills in this area may be required
Learning Strategies	7.2	11.4	7.9	<<	Extensive development of skills in this area may be required
Negotiation	6.8	11.4	10.6	0	Current skill level may be sufficient
Systems Analysis	6.5	10.5	8.7	<	A higher skill level may be required
Management of Financial Resources	3.3	8.1	6.9	<	A higher skill level may be required
Management of Material Resources	3.7	8.1	7.3	<	A higher skill level may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities

Similarity of Focus Occupation to Associated Occupation: 94

Focus Occupation: Administrative Services Managers (11-3011)

Associated Occupation: First-Line Supervisors of Non-Retail Sales Workers (41-1012)

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Expression	12.4	15.0	13.3	<	Some improvement in abilities may be required
Speech Recognition	9.9	13.9	10.8	<<	Extensive improvement in abilities may be required
Speech Clarity	10.2	12.3	10.8	<	Some improvement in abilities may be required
Fluency of Ideas	7.6	11.0	7.9	<<	Extensive improvement in abilities may be required
Originality	7.6	10.7	7.9	<<	Extensive improvement in abilities may be required
Number Facility	6.3	10.0	7.2	<<	Extensive improvement in abilities may be required
Mathematical Reasoning	6.3	9.8	6.9	<<	Extensive improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 81

Focus Occupation: Administrative Services Managers (11-3011)

Associated Occupation: First-Line Supervisors of Non-Retail Sales Workers (41-1012)

Work Activities	Exclusivity of Activity
Assign work to staff or employees	30
Conduct or attend staff meetings	47
Consult with managerial or supervisory personnel	60

Direct and coordinate activities of workers or staff	3
Hire, discharge, transfer, or promote workers	47
Order or purchase supplies, materials, or equipment	35
Oversee work progress to verify safety or conformance to standards	49
Prepare rental or lease agreement	89
Prepare reports	8
Purchase office equipment or furniture	89

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: n/a

Focus Occupation: Administrative Services Managers (11-3011)

Associated Occupation: First-Line Supervisors of Non-Retail Sales Workers (41-1012)

Tools and Technologies	Exclusivity
Tools and technology data is unavailable for one or both occupations.	

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.